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ObserveIT Quick Guide

Vanessa A. De La Cruz

ADESH, OSH-PI

VPP Office

ObserveIT

Quick Guide

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VPP Office
Jan. 17, 2018

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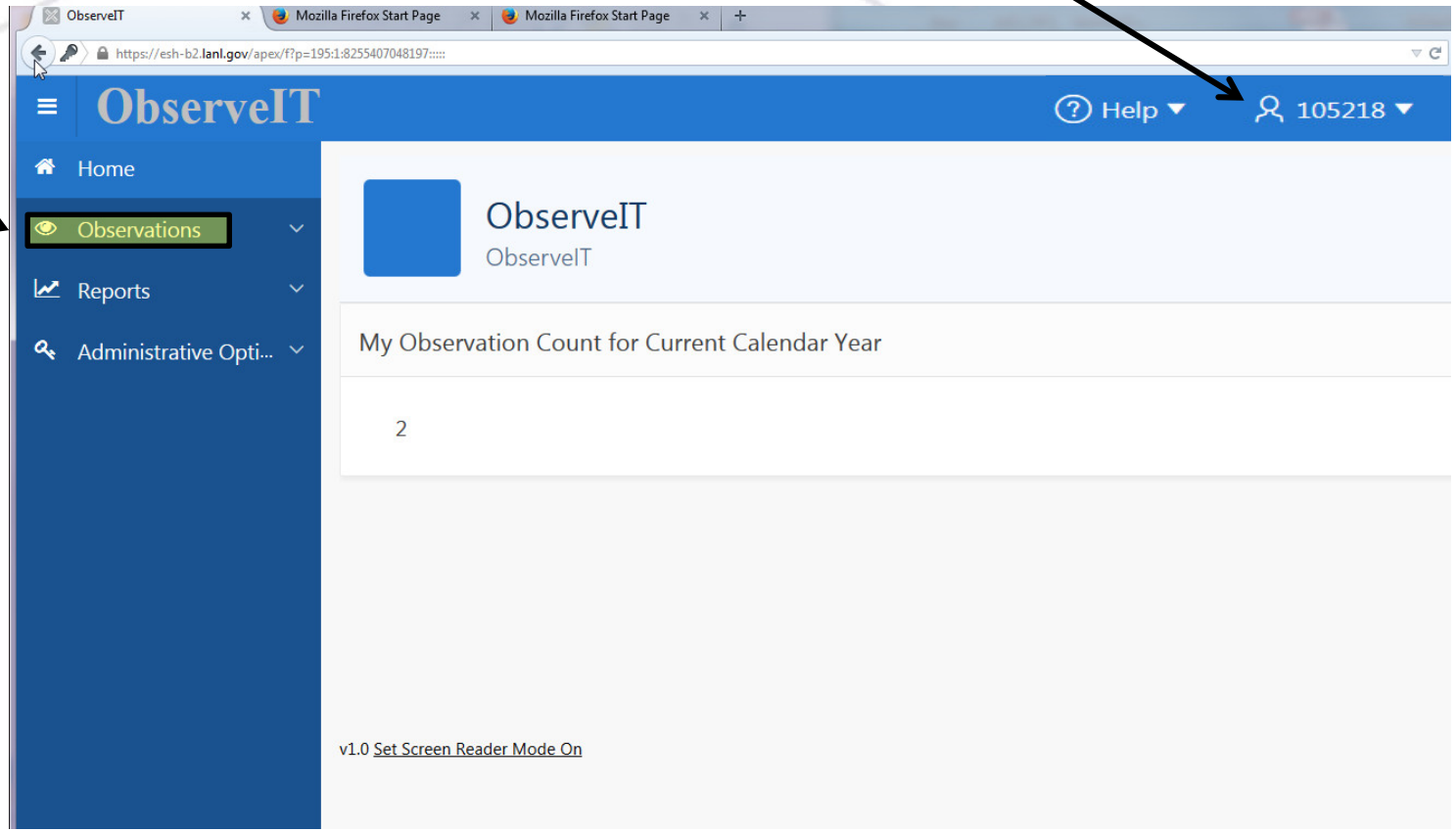
ObserveIT
Home Screen

Note that you are recognized by your Z# after logging into the system.

At the home screen, select Observations.

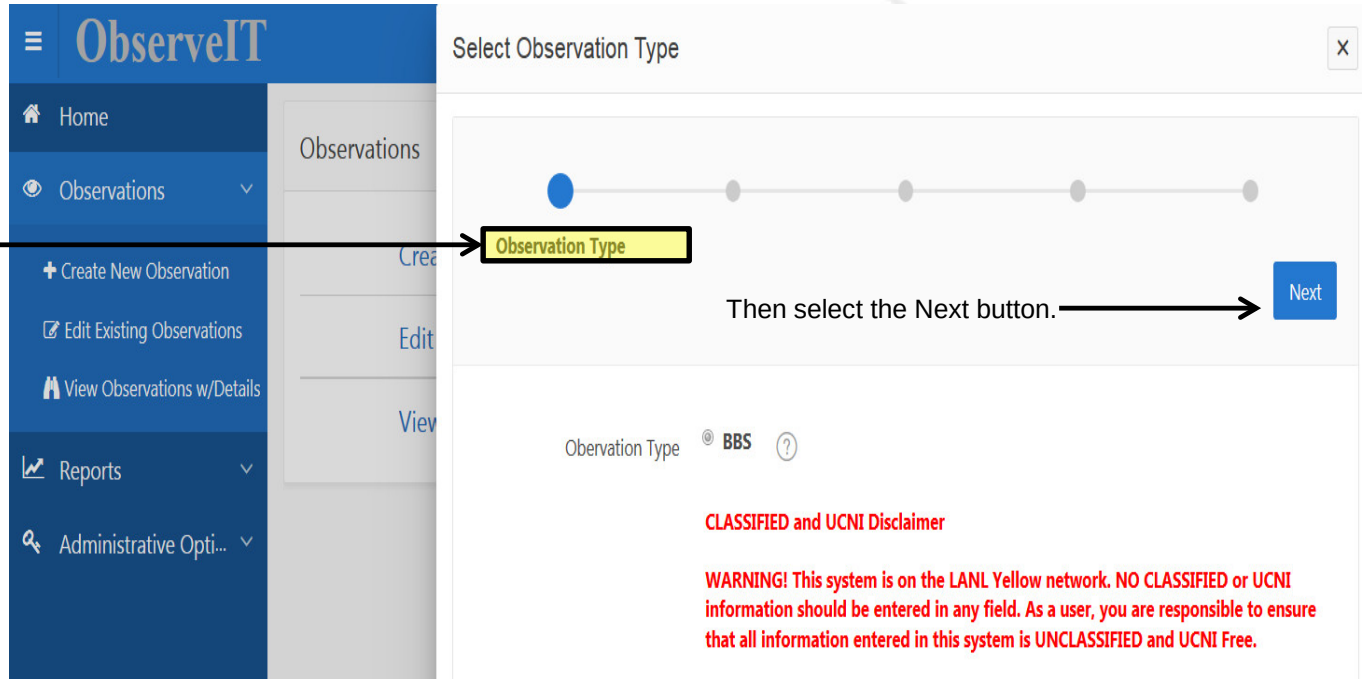


ObserveIT
Creating a New Observation

At this screen, select Create New Observation here or

ObserveIT
Creating a New Observation

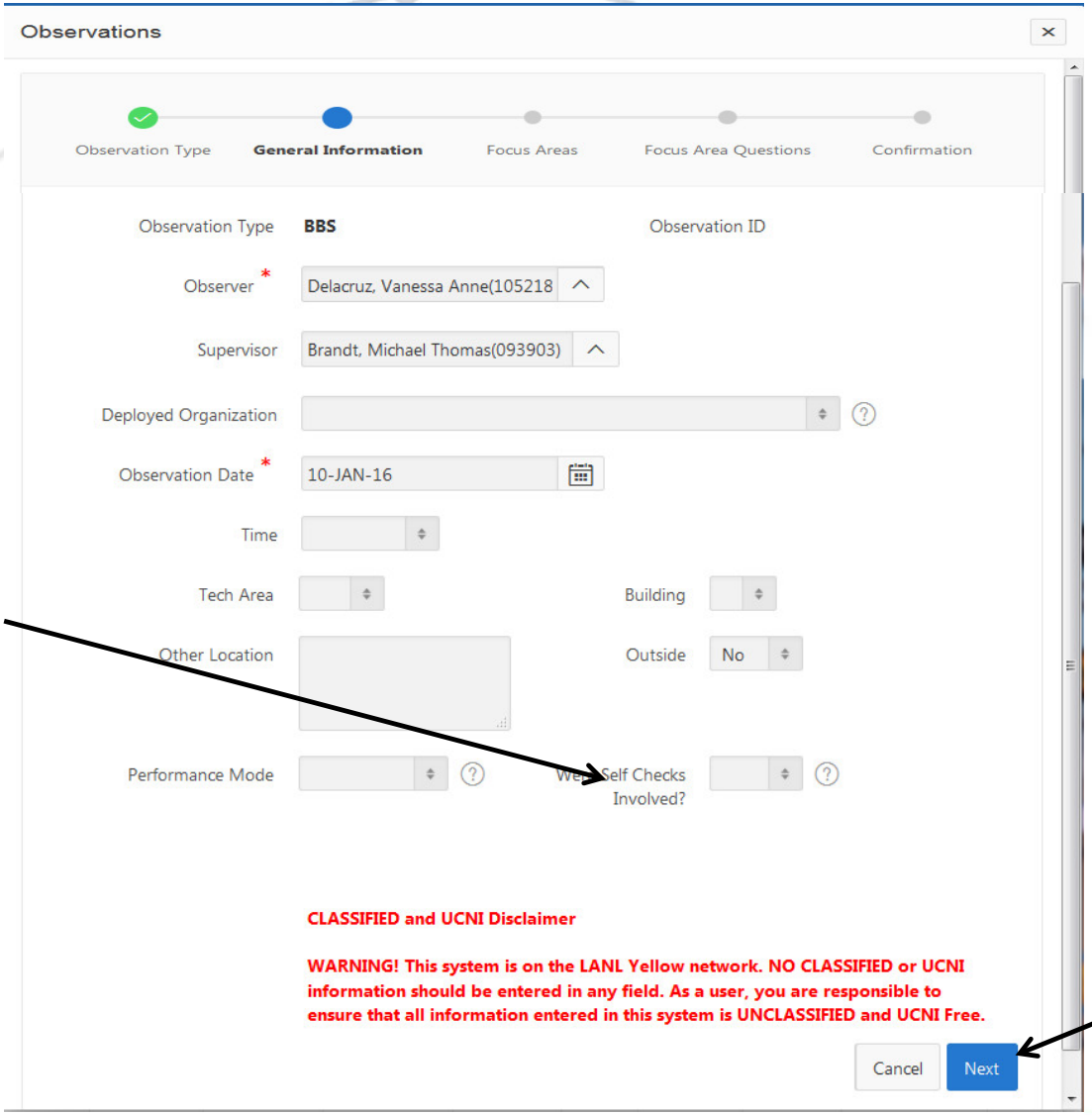
The system will display a pop-up box. Select BBS as the Observation Type.



ObserveIT

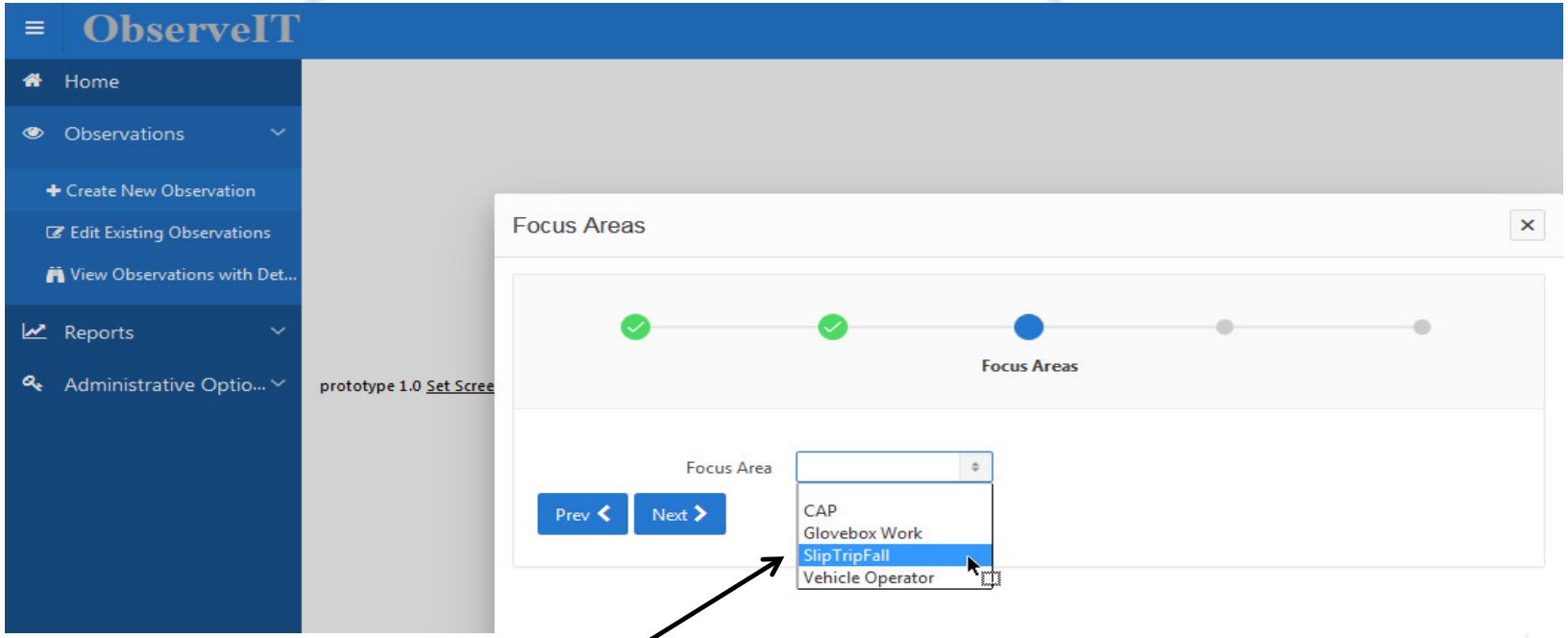
The system will display information based on your logon credentials.

Enter the observation data through the Self-Checks question on the bottom right.



Select the Next button.

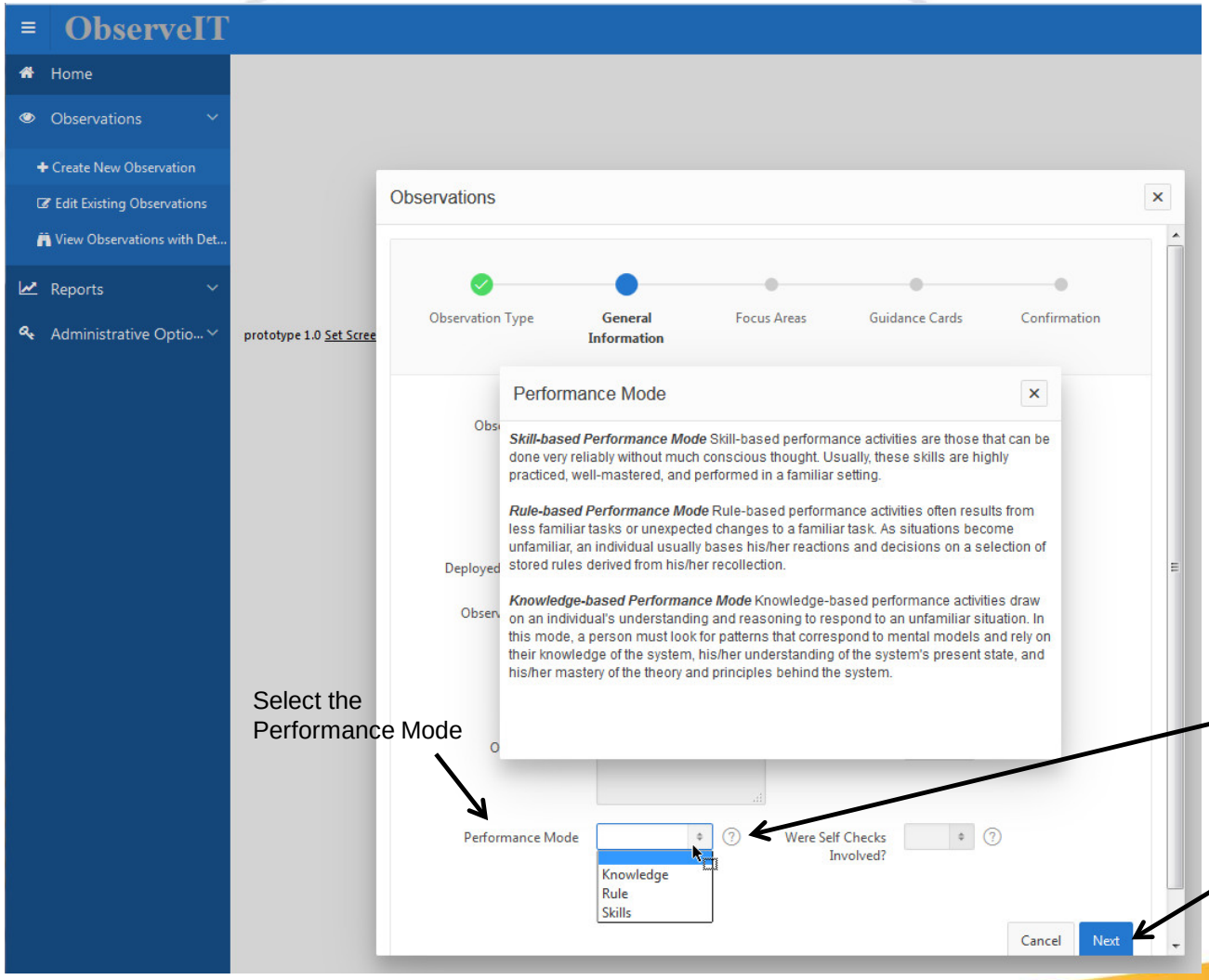
ObserveIT
Selecting a Focus Area



Select the Focus Area from the drop down box.

Select the Next button.

ObserveIT
Selecting a Performance Mode



Select the Performance Mode

Selecting the question mark (?) provides a popup window explaining Performance Modes

Select the Next button.

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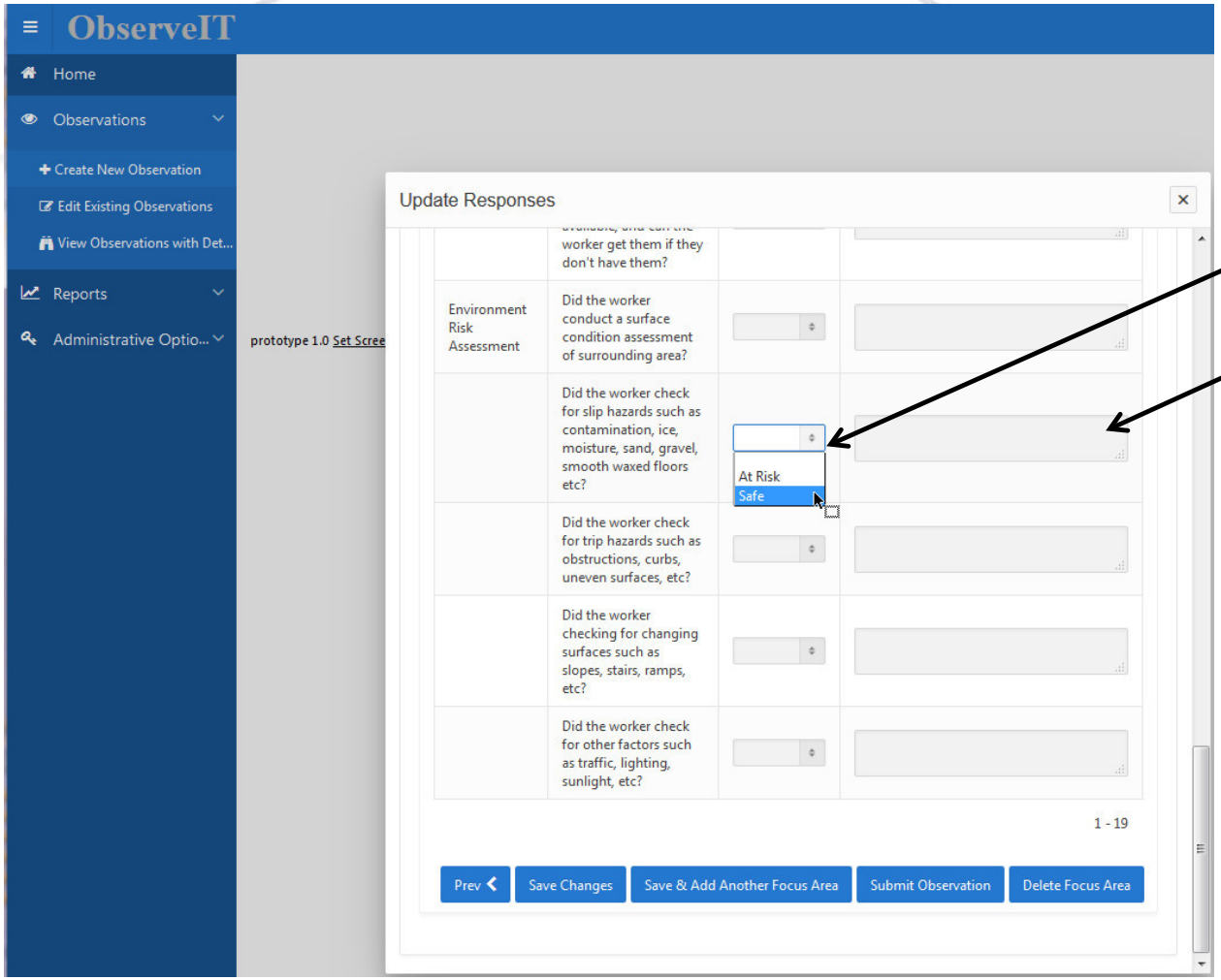
ObserveIT

Responding to Guidance Card Questions

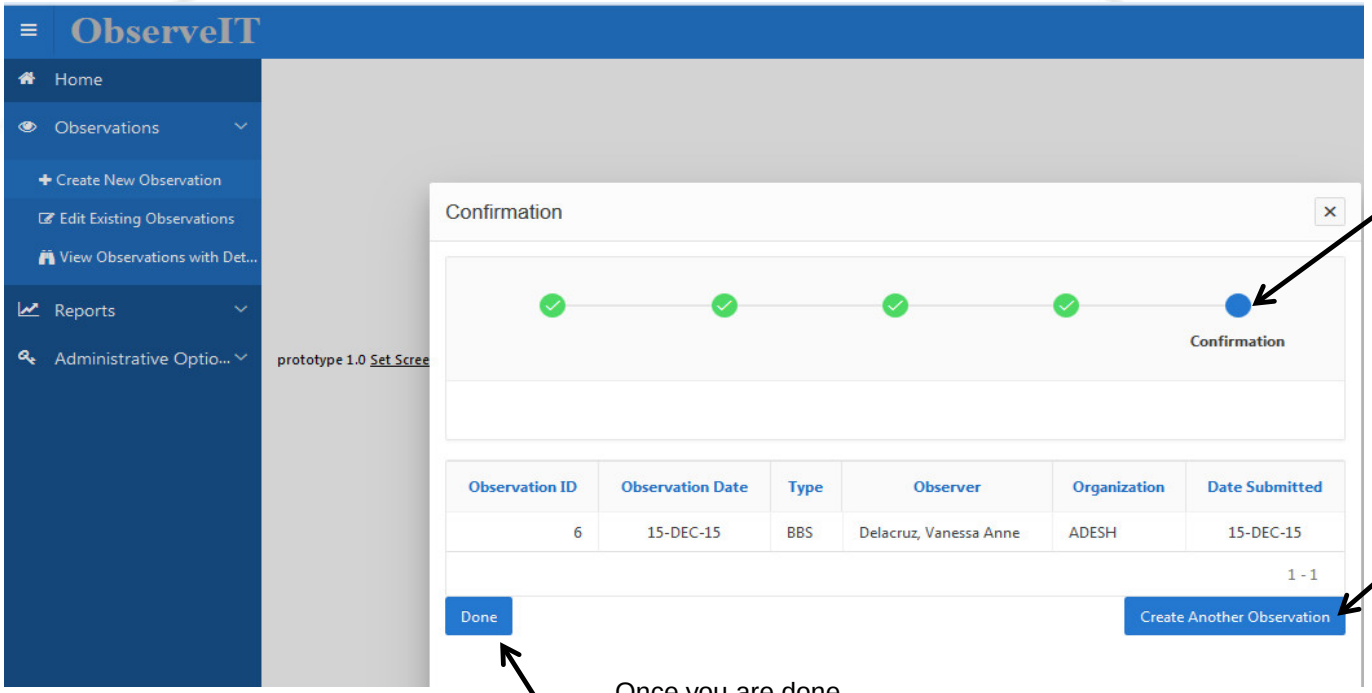
Safe or At Risk?



Answer the Guidance Card questions with either Safe or At Risk. Comments are required for At Risk behavior, but you can provide comments for both.

The Prev button takes you back one screen without saving changes. The Save Changes button saves all of your changes. The Save & Add Another Focus Area button saves your observation and allows you to add another focus area (Slide #8). The Submit Observation button saves your observation and takes you to the Confirmation screen (Slide #8). The Delete Focus Area button allows you to start over.

ObserveIT
Confirmation of BBS Entry

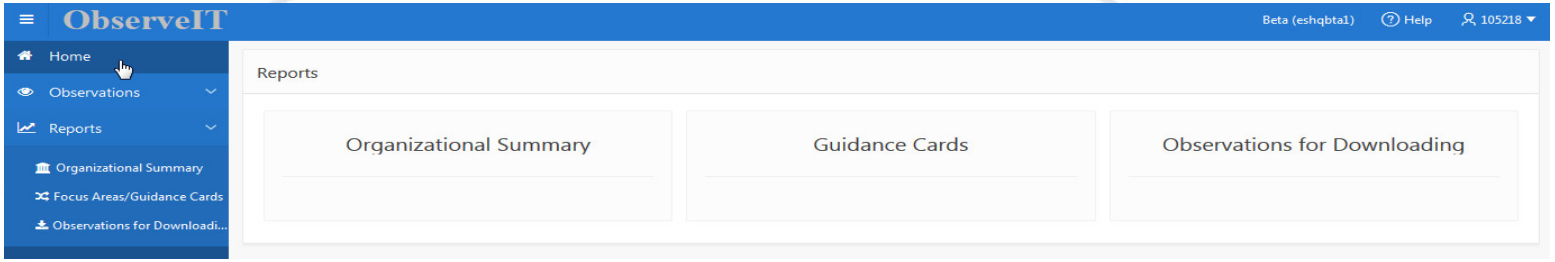


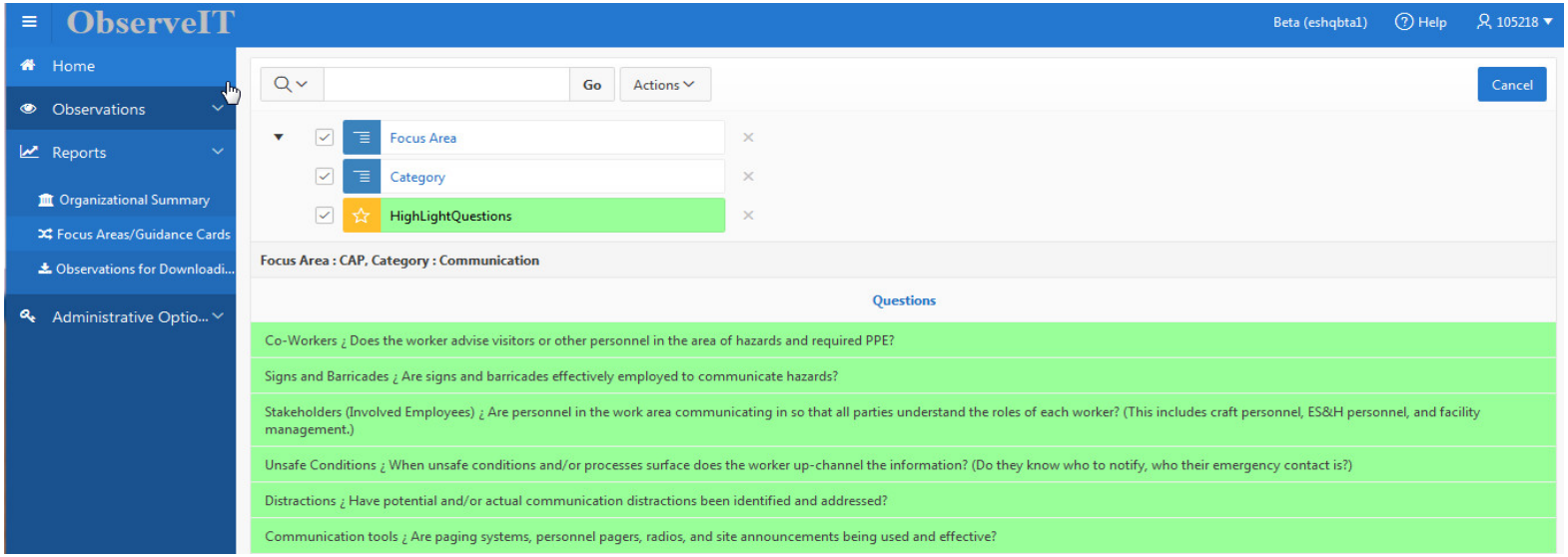
The system confirms that your observation has been saved.

Select the Create Another Observation button to document an additional observation.

Once you are done with Observations, select the Done button to get back to the Home screen.

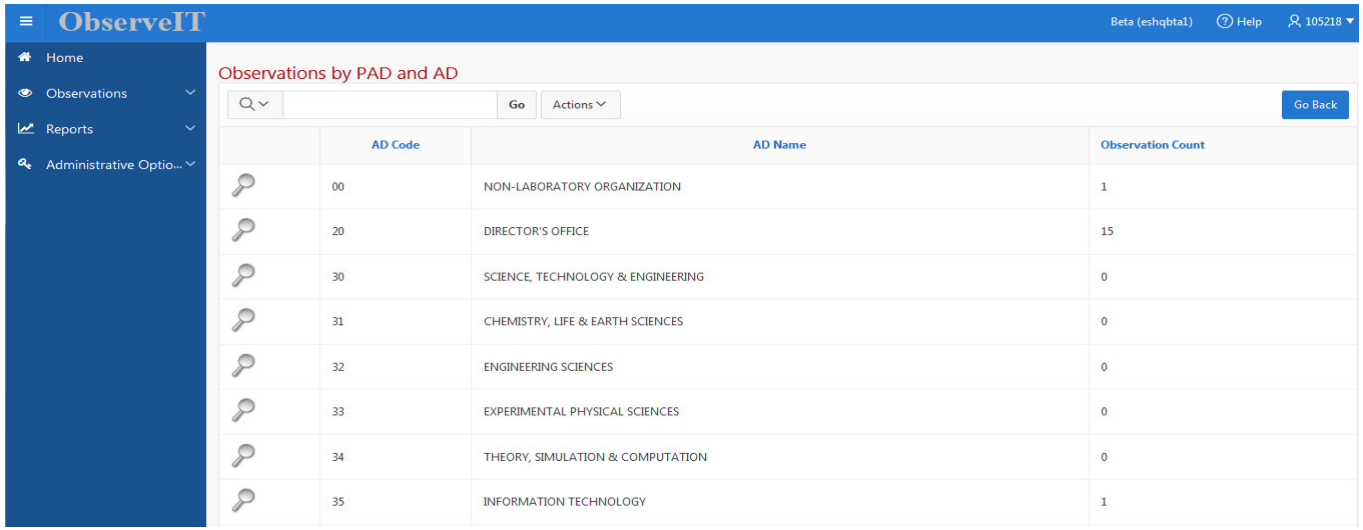
ObserveIT
Reports



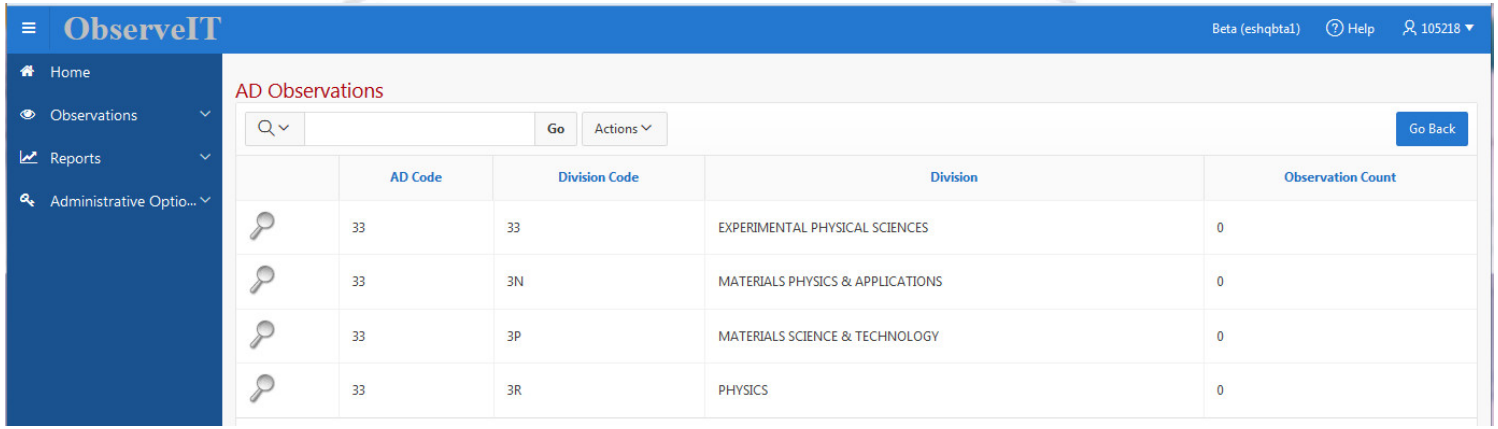


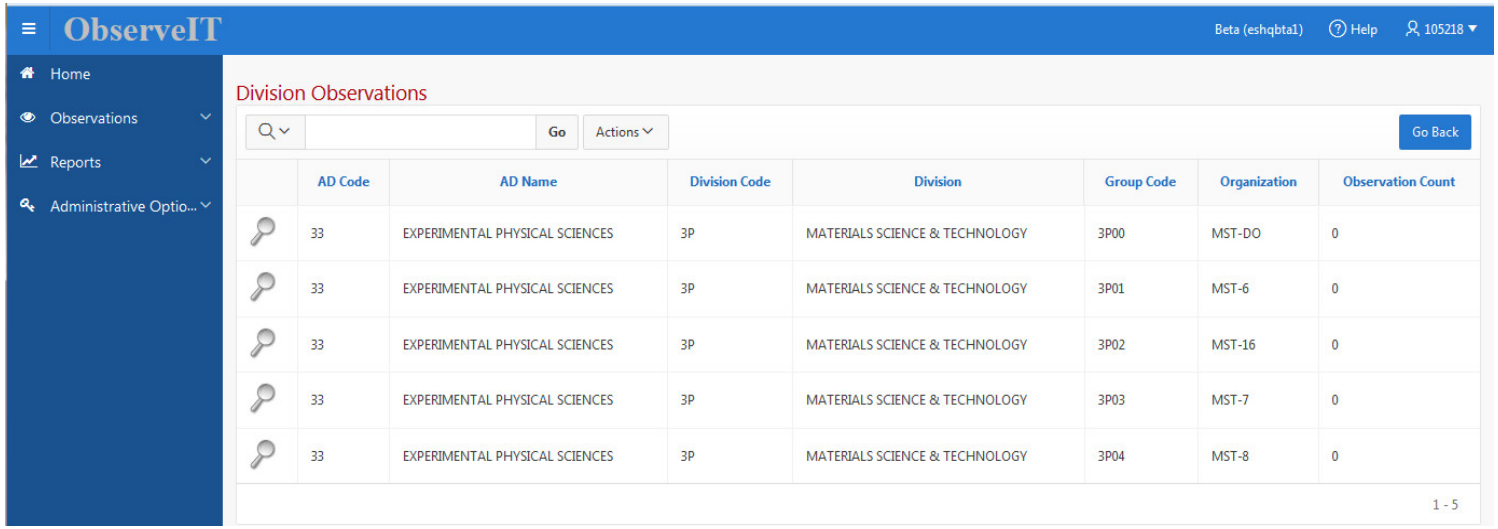
As displayed above, you can run reports by organizational summary, Guidance Cards (in green), or in an Excel spreadsheet format.

ObserveIT
Reports – Drilldown by PAD and AD



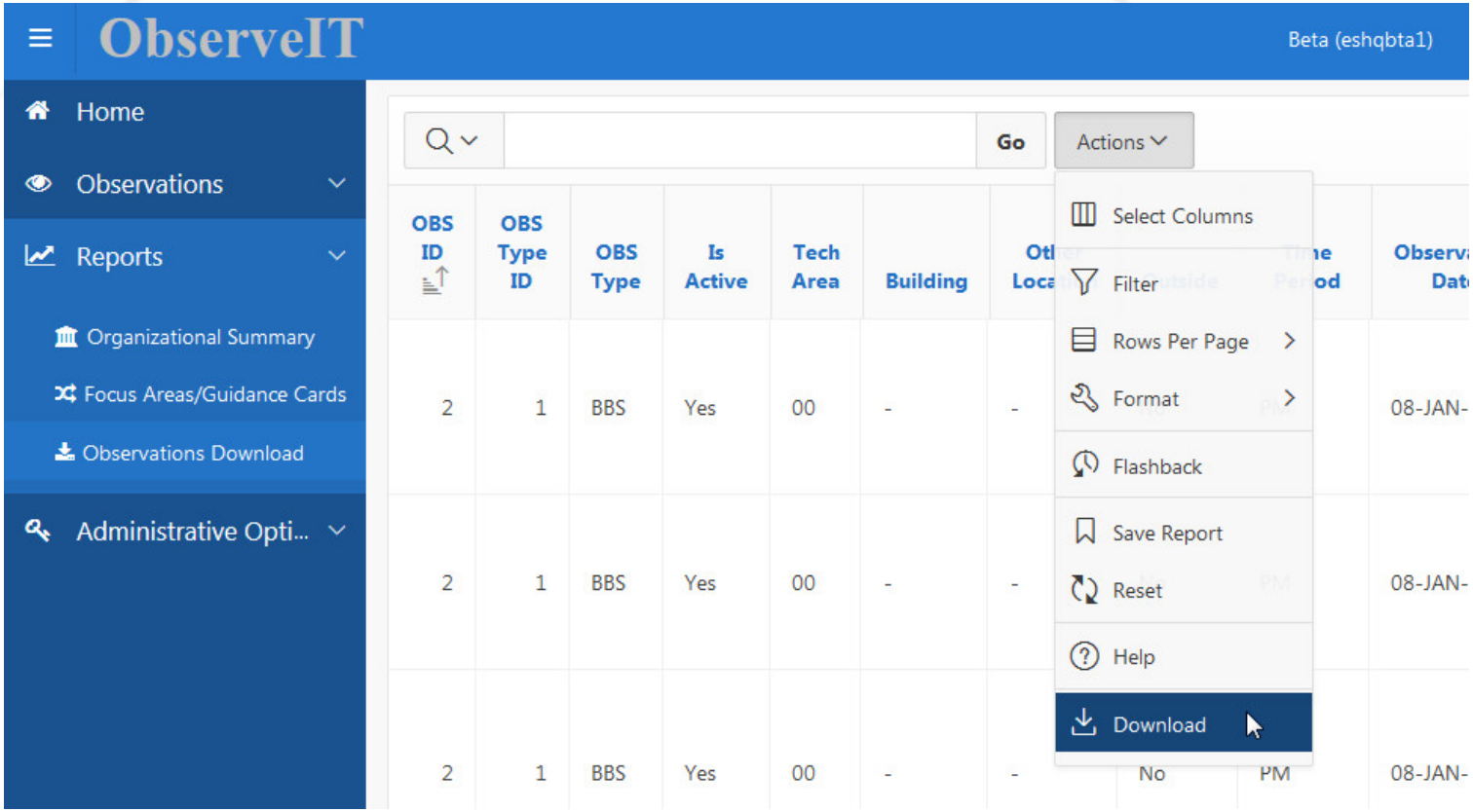
ObserveIT
Reports Drilldown by AD and by Division





ObserveIT
Reports – Export Data to Excel

As displayed below, you can run reports in an Excel spreadsheet format. The ObserveIT format has some of the Excel functionality but you can export the data to Excel for full functionality.



Questions? Please contact Vanessa A. De La Cruz at vanessa@lanl.gov.